

STATE OF CALIFORNIA  
OFFICE OF THE ADJUTANT GENERAL  
9800 Goethe Road, P.O. Box 269101  
Sacramento, California 95826-9101

CAAG-SP

5 August 2010

MEMORANDUM FOR Members of the Active California National Guard

SUBJECT: State Active Duty Vacancy Announcement 2010-63 – Expires 3 September 2010

1. The Military Department is accepting applications for the State Active Duty permanent position indicated below. Continuation and subsequent extension of service of the selected applicant will be determined by the individual's performance of duty and continuation of funding. *The service member selected for this position will be paid at their federal pay grade, not to exceed E-6.* This vacancy announcement will expire on 3 September 2010 unless sooner rescinded.

2. This announcement has minimum requirements. Failure to comply with any of these requirements will cause your application to be rejected from consideration. While it is important for you to read the entire announcement closely, please pay particular attention to the checklist at the end of this announcement.

a. TITLE AND PAY GRADE:	Team Leader (SAD E-6)
b. EMPLOYMENT LOCATION:	Monterey, CA
c. PROJECTED EMPLOYMENT DATE:	20 September 2010
d. SELECTING SUPERVISOR:	Officer in Charge, Military Funeral Honors Program

3. The basic qualification requirements are:

a. Military: Current members of the active California National Guard in the grades of E-5 through E-7 may apply.

b. Education/Experience: Must be a high school graduate or its equivalent. Completion of military education and civilian requirements commensurate with the grade of the applicant is required. *Attach documentation to support your highest level of civilian education.*

c. Military Assignment: Assignments appropriate to the grade of the applicant.

d. Communication Skills: Must be able to communicate effectively with funeral directors, clergy, next of kin and other personnel to coordinate funeral ceremonies.

e. Applicant must meet and maintain physical fitness and height/weight requirements in accordance with published standards. *Attach a copy of your military component's verification of these requirements.*

f. Appropriate military uniform with federally recognized rank will be worn in accordance with military regulations.

g. Applicant must possess a valid California driver's license. Must be able to drive and properly maintain a sedan, van (carry-all) and other military and non-military vehicles. *Attach a copy of your valid California driver's license and DMV printout of driving record.*

h. Must be able to perform Drill and Ceremonies and be able to carry, hold, manipulate, clean and fire an M-14 rifle.

i. Possess emotional stability and be able to perform all tasks under difficult circumstances (i.e. grieving family members and next of kin).

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j. Must be able to stand for long periods at the position of Attention and Parade Rest up to, and including, one hour.

k. Must be able and willing to travel out of town periodically for up to seven days of temporary duty in connection with the conduct of MFHP or required training.

l. Must meet the standards of AR 600-9 and be physically fit, with no profiles for back, leg, knee, shoulder, arm or hand injuries. Must be able to carry the weight of 1/6<sup>th</sup> of a casket and body (approximately 70 pounds) with one hand on terrain, as well as carpet, concrete, and perhaps steps/stairs.

4. Desirable qualifications include:

- a. Performed 50 MFHs within the last 12 months.
- b. Knowledge of Microsoft Office Word, Excel, Access and Outlook.

5. Principal duty functions:

The incumbent works under the supervision of the Military Funeral Honors Program (MFHP) Regional NCO, Operations NCO, NCOIC and OIC, and must be able to supervise 20-plus soldiers. Duties and responsibilities include:

a. Performs duties prescribed by the Army National Guard Honor Guard SOP , FM 3-21.5 and DoD/NGB guidance relating to Military Funeral Honors.

b. Provides training to volunteer soldiers and/or airmen, California State Military Reserve and civilian volunteers and determines if they meet the requirements to perform Military Funeral Honors (MFH).

c. Assists the Administrative NCO in updating the National Guard Bureau Military Funeral Honors database; identifies trends and develops analysis tools using data from the reports. Drafts daily reports to the Regional NCO, Operations NCO, NCOIC and OIC of the MFHP.

d. Assists in receiving, processing, assigning, and scheduling MFH missions from the Casualty Area Commands (CACs) of Fort Lewis and Fort Huachuca, funeral homes and family members. Reviews and logs After Action Reports (AARs) submitted by the MFH teams; processes MFH stipends, Federal Travel/Per Diems, and State Travel forms.

e. Maintains and administers multiple support budgets and inventory logs for the Headquarters office. Maintains all files and records and receives, inputs, monitors and records all office expenditures. Sets up controls to monitor expenses and equipment inventory during the year and recommends adjustments.

f. Maintains personal contact via phone, fax, or e-mail with the MFH Team Leaders to discuss administrative practices and services, provides technical advice and guidance, and recommends methods and procedures where necessary. Notifies team members of the latest directives regarding administrative procedures for MFH.

g. Determines distribution and routing of incoming correspondence. Prepares and reviews outgoing correspondence for proper format and procedural adherence. Maintains office files of correspondence, directives, regulations and other information.

h. Responsible for the annual performance evaluation for the State Active Duty (SAD) personnel under their supervision.

i. Forwards SAD personnel documents through operational/regional NCO to MFHP Administrative NCO for submission to State Personnel for completion.

6. The service member selected for this position may be eligible for health, dental, vision and life insurance benefits. Other benefits may also be available to those who qualify such as Service Member

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Assistance Programs, Group Legal Services, Long-Term Disability Insurance, Long-Term Care Insurance, Retirement Annuity, Supplemental Investment and the Military Service Buy Back Program.

7. Reimbursement for moving and relocation expenses will not be paid.

8. Interested applicants must submit a completed OTAG Form 900-8 (SAD Appointment Application), and all requested supporting documentation, to Joint Force Headquarters, Director of State Personnel Programs, ATTN: CAAG-SP, Box #27, P.O. Box 269101, Sacramento, CA 95826-9101. Blank application forms may be obtained from the CAAG-SP website at <http://www.calguard.ca.gov/casp/Pages/sad.aspx> or by contacting Ms. Cheryl Arbaugh at (916) 854-3311 or DSN 466-3311. **Original applications, with original signatures, must be received in the State Personnel office no later than the close of business on Friday, 3 September 2010. Applications will not be accepted via fax or e-mail, except applicants currently serving on active duty Title 10 OCONUS orders who may submit their applications, along with all required documentation, via e-mail to [cheryl.arbaugh@ng.army.mil](mailto:cheryl.arbaugh@ng.army.mil). Submit T10 orders with e-mailed documents.**

FOR THE ADJUTANT GENERAL:

*Mirtha Younger (5 Aug 10)*

MIRTHA YOUNGER

Major, USAR Retired

Acting Director, State Personnel Programs

The following is a checklist to assist with the submission of a complete and accurate application.

Have you completed and signed the application form?	
Have you attached certification of your highest level of civilian education?	
Have you attached a copy of your height, weight & physical fitness verification?	
Have you attached a copy of your valid California driver's license and DMV printout?	